

## **Guests' Frequently Asked Questions**

The following questions are frequently received by the NSF staff. This list is by no means all inclusive and the NSF staff will be glad to answer any questions or assist in any way. Email is the best way to contact us at [awc.nsf.workflow@us.af.mil](mailto:awc.nsf.workflow@us.af.mil).

### **Invitations/Registration**

*Q: When should I receive my mailed invitation and/or registration package for the NSF?*

A: Invitations to the NSF nominees are generally mailed at the end of February. Due to budget issues, invitations have been delayed. Once you send back your email indicating you will attend NSF, then you should fill out and return your registration forms to the NSF to finalize your registration. The NSF office requires these forms be submitted NLT 12 April, so that we may finalize arrangements for lectures, lodging, meals, etc.

### **Guest Travel Arrangements**

*Q: When should I plan to arrive and depart the base so I can make my travel arrangements?*

A: The NSF begins with registration on Monday the 6<sup>th</sup> of May (anytime) at the lodging office with the first event scheduled at 7:30 Tuesday morning. Your registration packet and room key will be located at the lodging office (like a hotel check-in, open 24 hours). We recommend you arrive on Monday if possible. You could also arrive on Sunday or very early Tuesday morning. Registration takes just a few minutes, and the Montgomery airport (MGM, also known as Dannelly Field) is only 15-20 minutes away. The NSF ends around 5 pm on Thursday, and most guests fly out that afternoon or Friday morning.

*Q: I plan to come a day or two before the conference (or leave a day or two later). Will I still have transportation to the base, and lodging?*

A: Yes. Just indicate your arrival and departure dates (in the registration package sent via email), and we will make arrangements for transportation, registration and lodging (staying on the Air Force base).

*Q: Do you have a physical address for the Maxwell Blvd Gate Entrance? I'd like to use my GPS, and it can't find Maxwell AFB.*

A: An address for a business right outside the gate works best. Maxwell Blvd (previously called Bell Street) has been under construction for several years and most of the landmarks have been torn down. The Shanghai Garden is located at 1403

Maxwell Blvd (some maps still say Bell Street) Montgomery AL 36104. Once you pass that location, the gate will be further down on your right side.

*Q: Will I need a rental car during the NSF week?*

A: No, you should not need a rental car. Transportation is provided to and from the airport and to all NSF events. However, you will need a rental car if you fly into Birmingham or Atlanta (instead of Montgomery) or if you choose to stay with someone in the local area and your host does not provide transportation to the base.

## **Lodging**

*Q: Will we have e-mail access at our lodging?*

A: Each room has an Ethernet connection (wire provided) for Internet use.

*Q: What happens if I arrive late?*

A: If you arrive very late at night, and your escort is not available, your packet and room key will be located at the lodging office when you check in. If you arrive after NSF has started, please notify NSF staff and we will arrange transportation for you if possible. You may also take a cab to the Air Force base if needed.

*Q: Do I need to make lodging reservations?*

A: No, we will make lodging reservations for you. Please let us know if you have any special requirements or limitations.

*Q: What are lodging rooms like?*

A: Lodging is just like a commercial hotel...rooms include a queen bed, refrigerator, microwave, coffee maker, Internet, and cable TV (no premium channels).

## **Guest Pre-Registration**

*Q: When will I receive my Registration Package?*

A: We will be sending out registration packages via email by end of March. This package will give you more information on the specifics of the NSF and require you to send us your travel plans, choices for lunches and also your payment.

*Q: I don't have my travel plans (or biography) ready to send you. Can I do part of the registration now and send/complete the rest later?*

A: Yes. If you are faxing (or emailing) registration you may fax/email it in parts as you have the information. We are not collecting guest biographies this year.

*Q: Can I send my picture and bio separately?*

A: N/A this year.

*Q: What are your gift shop hours during NSF?*

A: The gift shop will be open 1000-1300 Tuesday and Thursday and 1000-1300 on Friday.

## **Activities**

*Q: What are the dress requirements?*

A: The dress is mainly everyday casual business/work attire. On the 7<sup>th</sup>, the dress is coat and tie or equivalent, the Commandant's Welcome Dinner is dressy casual (no jeans or shorts). Temperatures in Montgomery average in the low 80's in May.

*Q: Will I have any free time to explore Montgomery?*

A: The agenda for the NSF will be published to the website soon. Once NSF starts at 0730 Tuesday morning, you will have very little free time. Monday afternoon when you arrive on the 6<sup>th</sup> or Friday afternoon after the NSF might be good times to explore.